



**EMBASSY OF THE UNITED STATES OF AMERICA**  
**Position Vacancy Announcement**  
**ANNOUNCEMENT NO: VA-06-061**

**OPEN TO:** All interested and qualified candidates  
Current mission employees serving a probationary period are not eligible to apply.  
**POSITION:** Accounting Technician  
**OPENING DATE:** Wednesday, September 6, 2006  
**CLOSING DATE:** Wednesday, September 20, 2006 - max. 4:30 p.m.  
**WORK HOURS:** Full-time; 40 hours/week  
**GRADE:** FSN-08

**In-house candidates must apply through their supervisors.**

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK PERMITS ALLOWING WORK IN COUNTRY BEFORE APPLYING FOR THIS POSITION.

The U.S. Embassy in Khartoum is seeking a Sudanese National or Ordinarily Resident citizen of Sudan for the position of Accounting Technician in the Financial Management Office of the Management section at the US Embassy Khartoum Sudan.

**BASIC FUNCTION:**

The incumbent serves as a Foreign Service National Accounting Technician in the Financial Management Office of Embassy Khartoum. Incumbent provides Accounting services for the OBO, PDO, Representation, DLO and CCE allotments. Included under the Program allotment are the official residence expenses for the Charge'D Affairs. Incumbent also monitors the fundings for Presidential and Secretary of State Visit support costs usually provided through the Program allotment. Incumbent is directly supervised by the senior Financial Specialist.

**QUALIFICATIONS REQUIRED:**

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

--**Education:** Completion of University degree in the field of accounting, auditing or finance is required.

--**Prior Work Experience:** Three to four years of progressively responsible experience in accounting, auditing, budget or U.S. Government financial work. Private sector experience in accounting/bookkeeping functions is required.

--**Language Proficiency:** (This will be tested)

	Speaking	Reading	Writing
English:	Fluent	Fluent	Fluent
Arabic:	Fluent	Fluent	Fluent

--**Skills:** Must be able to use a personal computer and other office equipment such as a copier and fax and have proficiency in computer applications such as Excel, Word, Access and Outlook Must be well organized , show attention to detail, and be able to communicate directly and clearly, both verbally and in writing. Must possess excellent public relations to work directly with post management here in the Embassy. Incumbent must be able to work under pressure and be an active FMO team player.

**SELECTION PROCESS:**

--Applicants must be eligible for appointment under local government laws and regulations.  
--Management will consider nepotism, conflict of interest, budget, and visa status in determining candidacy.  
--Selected candidates must pass a pre-employment medical and security clearance in order to be eligible for hire.

**TO APPLY:** Interested individuals for this position should submit the following or the application will not be considered:

1. Application for Federal Employment and a resume (current mission employees must submit an in-house application).
2. Supporting documentation (e.g., essays, certificates, awards) that addresses the requirements of the position as listed above.

**POINT OF CONTACT:**

Human Resources Office  
U.S. Embassy, Khartoum  
Telephone: 774700 Ext. 247/274.

**DEFINITIONS**

Ordinarily Resident (OR): A Sudanese citizen or a citizen of another country whose primary residency is Sudan and who has the required work permit for employment in Sudan.

*The US Mission in Sudan is an Equal Opportunity Employer.  
Candidates will receive consideration without regard to race,  
color, religion, sex, national origin, disability, age, or sexual  
orientation.*

*The Department of State also strives to achieve equal employment  
opportunity in all personnel operations through continuing  
diversity enhancement programs.*